

GENERAL INSTRUCTIONS FOR VOLUNTARY FORMS P1-P2:

SUBSTANCE ABUSE PREVENTION

The following set of instructions and optional forms are available for Counties to complete **on a voluntary basis**. It is understood that, at the current time, not all Counties have the infrastructure in place that supports the reporting of such data. By participating on a voluntary basis, Counties can communicate their current capacity to report on the proposed Substance Abuse Prevention and Treatment Block Grant (SAPTBG) supported program performance measures and will thus help inform future activities leading towards full implementation of the performance-based Block Grant program.

The Federal Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention (CSAP) has identified specific outcome measures that will be required of Block Grant Recipients with full implementation by the end of Federal fiscal year 2007. These National Outcome Measures (NOMs) include the following domains: Abstinence from Alcohol and Other Drugs, Employment/Education, Crime and Criminal Justice, Access/Service Capacity, Retention, Social Support/Social Connectedness, Cost Effectiveness, and Use of Evidence-Based Practices. These NOMs are related to youth 12 to 17 and to adults age 18 and older.

CSAP is requiring States to report annually and electronically on five specific NOMs measures for 2 domains for youth and adults. In turn, Counties will also be required to provide the Wisconsin Bureau on Mental Health and Substance Abuse Services with this information in order for the State to report on these measures. These Alcohol and Other Drug Abuse performance measures include:

- 1a. Number of persons served by age
 - 1b. Number of persons served by gender
 - 1c. Number of persons served by race
 - 1d. Number of persons served by ethnicity
2. Total number of evidence-based programs and strategies.

Substance Abuse Prevention and Treatment Block Grant recipients in the future will be required to collect information on every person served within the funded program. One of the two NOMs that counties will be responsible for collecting and reporting on includes the number of persons served by CSAP funding. Gender, age, race, and ethnicity are specific data to be collected on each individual if he or she meets the designation of a participant. CSAP defines participants as those in direct service programs for whom data can be collected in Universal, Selected, and Indicated populations. Counties may use samples when determining participants for population-based strategies or in some Universal programs. Further guidance concerning the collection of this information will be provided by CSAP.

The Bureau of Mental Health and Substance Abuse Services is currently investigating the use of a Web-based system to collect this information in the future from Substance Abuse Prevention and Treatment Block Grant recipients.

In completing these voluntary forms, please follow the guidelines below:

1. Include all participants who received services from prevention programs that received some or all of their funding from the SAPT Block Grant.
2. Relevant narrative information that applies to all reported data should be provided in a section preceding the reporting forms. If there is information relevant to only one reporting form, please include it in a section immediately preceding the relevant form and so indicate.
3. Counties are asked to report these data for the most recent Calendar Year (CY) for which data are available at the time the information is submitted. In no case should the reporting year be earlier than the year for which the County reports SAPT Block Grant expenditures. Please insert the relevant CY in the indicated area on each form.
4. Please provide as much data as is available for each form.
5. If the County is using a standard statistical package that yields printouts containing the same information as the reporting forms, the County may attach the printouts in lieu of the reporting forms.
6. If possible, please provide the computer files and data tapes along with submission of the requested information. This will allow for further analysis at the State and National level. Results of such analysis will be shared with the Counties and will be used in the development of future performance-based Block Grant programs.

PREVENTION FORM P1

NUMBER OF PERSONS SERVED

Include all participants who received services from prevention programs that received some or all of their funding from the SAPT Block Grant.

Include participants who received services from programs at any time during the reporting year.

Report data for the most recent Calendar Year for which the data are available at the time this information is to be submitted. In no case should the reporting year be earlier than the year for which the County is reporting SAPT Block Grant expenditures in the reports being submitted. Indicate the Fiscal Year chosen for reporting in the appropriate place on the form.

PREVENTION FORM P1**NUMBER OF PERSONS SERVED****COUNTY:****REPORTING PERIOD: FROM TO**

Persons served in Block Grant funded services include all persons served in prevention programs that receive all or part of their funding through the SAPT Block Grant.

Age	Total	Single Services	Recurring Services	Race/Ethnicity	Total	Single Services	Recurring Services	Gender	Total	Single Services	Recurring Services
0-4				American Indian/Alaska Native				Female			
5-11				Asian				Male			
12-14				Black/African American							
15-17				Native Hawaiian/ Other Pacific Islander							
18-20				White							
21-25				Unknown							
26-44				Total							
45-64				Not Hispanic or Latino							
65+				Hispanic or Latino							
Total				Total				Total			

PREVENTION FORM P2

NUMBER OF EVIDENCE-BASED PROGRAMS, PRACTICES, AND POLICIES

Include all prevention programs that received some or all of their funding from the SAPT Block Grant.

Include programs that operated at any time during the reporting year.

Report data for the most recent Calendar Year for which the data are available at the time the report is submitted. In no case should the reporting year be earlier than the year for which the County is reporting SAPT Block Grant expenditures in the report being submitted. Indicate the Fiscal Year chosen for reporting in the appropriate place on the form. The same reporting year is to be used for all the voluntary performance measure forms.

On Prevention Form P2, evidence-based prevention programs are those programs or practices described in the National Registry of Evidence-based Programs and Practices (NREPP – 1 on Form P2), listed on other Federal agency lists of programs or practices of interest (2 on form P2), programs, practices, and policies that have been published in a peer reviewed journal and found to be effective (3 on Form P2) or other evidence-based programs, practices, and policies that do not fall in the above categories (4 on Form P2). Non-evidence-based programs, practices, and policies should also be listed (5 on Form P2). Provide descriptive material as requested on items 3, 4, and 5.

Utilizing the Institute of Medicine (IOM) preventive categories (universal, selective, and indicated), specify the appropriate populations for which the program, practice, or policy was designed.

PREVENTION FORM P2**NUMBER OF EVIDENCE-BASED PROGRAMS, PRACTICES, AND POLICIES****COUNTY:****REPORTING PERIOD: FROM TO**

Programs include all prevention programs, practices, and policies that receive all or part of their funding through the SAPT Block Grant.

	Program Name and Source	Universal Populations	Selective Populations	Indicated Populations	Total
1.	List NREPP programs or practices below				
	Subtotal				
2.	List programs or practices from lists recommended by other Federal Agencies				
	Subtotal				
3.	List peer-reviewed journal-evidenced programs, practices, and policies (attach journal citations).				
	Subtotal				
4.	List the names of other evidence-based programs, practices, and policies (attach source and type of evidence)				
	Subtotal				
5.	List the names and sources of non-evidence-based programs, practices, and policies (attach additional information on the program, practice, or policy).				
	Subtotal				
GRAND TOTAL all programs, practices, and policies					
Percent Evidence-Based (sections 1-4 above)					
Percent Non-Evidence-Based (section 5 above)					